

University of West Alabama: Transcript Release Form

Notice to Institution Records Office: This is a request for official transcripts on behalf of a former student of your institution. Information needed to process this request can be found below.

Please return official transcript materials to:

University of West Alabama
C/O Wiley Education Services
851 Trafalgar Court, Suite 420 West
Maitland, FL 32751

Or email using a secure service to transcript7@learninghouse.com

If you cannot process this request, please contact the Transcript Office at 502-719-6417

APPLICANTS PLEASE COMPLETE ALL INFORMATION BELOW:

TRANSCRIPT RELEASE AUTHORIZATION

I authorize my official transcripts to be sent to University of West Alabama C/O Wiley Education Services and allow any necessary follow-up, including the release of non-directory information, to acquire official transcripts from each of the institutions listed below.

Signature: _____ Date: _____

Legal Name: _____
First Middle Last Former Name(s)

Permanent Address: _____
Street City State Zip

Date of Birth: ____ - ____ - ____ Social Security Number ____ - ____ - ____

Phone _____ Email _____

1. Previously Attended Institution: _____

Mailing Address: _____
City State Zip

Dates Attended from: _____ **to:** _____ **Program Seeking/of study:** _____

Student ID Number: _____ **Degree(s) Earned:** _____

2. Previously Attended Institution: _____

Mailing Address: _____
City State Zip

Dates Attended from: _____ **to:** _____ **Program Seeking/of study:** _____

Student ID Number: _____ **Degree(s) Earned:** _____

3. Previously Attended Institution: _____

Mailing Address: _____
City State Zip

Dates Attended from: _____ **to:** _____ **Program Seeking/of study:** _____

Student ID Number: _____ **Degree(s) Earned:** _____

APPLICANTS: *Please send your signed and completed form via fax to 1-270-387-1738 or email to transcript7@learninghouse.com*

Please note: Some institutions may require you to obtain your official transcripts directly; if this is the case, your enrollment counselor will contact you.

If you attended additional schools, please use additional copies of this form